



## **Risk Management Privacy Statement**

NYSWYSA has established procedures to assure a high degree of discretion and confidentiality at all levels of its Risk Management (RM) Process.

This starts at the club/league level where only one person is collecting/checking the forms from the individual applicants and then forwarding these to the State Office.

At the State Office, again there's only one person – the RM Assistant – who processes the forms. No one else sees these forms or is given any personal information listed on them.

The specific results of the background checks are known only to the RM Director and are never shared with anyone else – including NYSWYSA Board members and clubs/leagues. The RM Director does not keep any sensitive search information either on a computer or in a file. All sensitive search documents are sent to the RM Assistant in specially marked envelopes that remain sealed as they are filed in a locked and fireproof filing cabinet.

The RM Director and Assistant both use computers that are power-on password protected and a search program requiring a password access code known only to them.

Once an application is denied, the club/league or program director will only be notified that the application has been denied “as a result of our background search.” No additional information will be provided.